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Summer Employment Program

Ontario Ministry of Skills Development

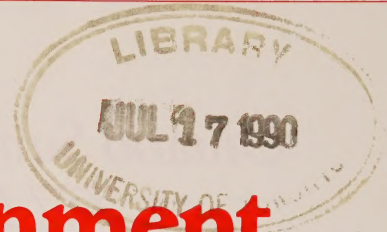
WE'LL PAY YOU \$1.25 AN HOUR
TO HIRE A YOUNG PERSON THIS SUMMER.

The Ontario Summer Employment Program will pay you \$1.25 an hour to hire a young person this summer.

- The young person must be 15-24 years of age as of April 11, 1988.
- Employment must be for at least 6 consecutive weeks at a minimum of 25 hours per week.
- Please read these guidelines carefully before completing application or claim.
- Keep this brochure for future reference.

GOOD REASONS

Why does the Ontario Government subsidize the wages of young people during the summer?



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First, the Ontario Summer Employment Program creates new jobs that will help our young people develop useful work skills.

Second, it can allow you to increase production. And, it lets you scan fresh recruits for the future.

We have been careful to make the guidelines as clear and simple as possible. But every enterprise is different, each has its own special needs. You may be left with questions. These can be cleared up by:

Writing to:
Ontario Summer Employment Program
777 Bay Street, 12th Floor
Toronto, Ontario M5G 2E5
or
call us toll free: 1-800-387-1290.
(In the Toronto Area, call 585-7399)

Use these same two routes to get your application form. But don't put off taking advantage of this useful program.

Please note: This booklet is prepared as a guide to understanding the main points of The Ontario Youth Employment Act, 1977, and the Regulations made each year under the Act. In all questions of interpretation, the terms of the Act and Regulations are definitive.

9 EASY STEPS TO OBTAINING THE \$1.25 SUBSIDY

1. Read all the following guidelines.
2. Fill in 1988 application.
Date: _____
3. Mail completed 1988 application to Ontario Summer Employment Program Office.
Date: _____
(Before June 30, 1988)
4. Receive 1988 claim with approval.
Date: _____
5. Hire eligible young people.
6. Keep records of actual hours worked by each young person.
7. Fill in 1988 claim completely.
Date: _____
8. Mail completed 1988 claim to OSEP office.
Date: _____
(Before Jan. 31, 1989)
9. Receive cheque in 4-6 weeks.

TABLE OF CONTENTS

SECTION I	A) Program Period B) Rate of Grant C) Eligible Employers D) Ineligible Employers E) Eligible Jobs F) Eligible Employees
SECTION II	A) Extent of Grant B) Maximum Jobs to be Created C) Eligible Number of Hours and Weeks D) No Effect on Existing Employees E) Minimum Wage
SECTION III (Farmers)	A) Farmers B) Extent of Grant C) Eligible Number of Hours and Weeks D) Minimum Wage
SECTION IV	How to Apply
SECTION V	Submitting Your Application
SECTION VI	Confirmation of Approval
SECTION VII	Submitting Your Claim
SECTION VIII	Provincial Audit

ONTARIO SUMMER EMPLOYMENT PROGRAM (OSEP) SECTION I

Program Period

- A) The program begins April 11, 1988 and continues to October 14, 1988. It is designed to provide youth with valuable work experience and assists employers in recruiting young people for future employment.

Rate of Grant

- B) If your business or farm creates jobs for eligible young people you get \$1.25 an hour subsidy.

Eligible Employers

- C) An eligible employer is a person who has been actively engaged in business or farming for at least one year as of April 11, 1988. If you're applying for more than one business location, each location must meet this requirement.

Ineligible Employers

- D) 1. Government Bodies:
Federal, Provincial and Municipal Governments, their agencies, boards and commissions are not eligible.
2. Publicly Funded Employment:
The employee's wages may not be funded by any other government program or grant.

Eligible Jobs

- E) 1. To qualify, jobs must be in addition to your normal hiring needs during the program. Indeed, the jobs would not exist without program funding.
2. If a part-time job already exists as of April 11, 1988, the hours must be increased to create an eligible OSEP job. Use the following chart for reference:

Existing part-time job*	To qualify as new full-time, raise to	OSEP pays Min. Max.
1-12 hrs	At least 25 hrs	25-40 hrs
15 hrs	At least 30 hrs	30-40 hrs
18 hrs	At least 36 hrs	36-40 hrs
20-24 hrs	At least 40 hrs	40 hrs

Note* Any existing job of 25 hours per week or more is considered full-time and cannot qualify for subsidy.

This section also applies to farmers. No hours prior to April 11, 1988 will be paid.

Eligible Employees

- F) 1. An employee must have reached the age of 15 and not yet the age of 25 by April 11, 1988. If the youth turns 15 years of age during the program period they are not eligible.
2. It is your responsibility to see that employees hired are eligible under the terms of the program and meet the requirements of the Occupational Health and Safety Act, 1978 and Regulations.

3. Employees must be residents of and eligible to work in Ontario.
4. The employee must not be related to the employer. A “related” person is defined in the legislation as:
 - i) Where the employer is an individual or partnership, an employee is a related person if he or she is a spouse, parent, child, brother or sister of the individual employer or any partner; a related person is any other relative who resides with the individual employer or any partner, e.g. niece, nephew, grandchild.
 - ii) Where the employer is a corporation an employee is considered to be a “related” person if more than 50% of the corporation’s shares are owned by the employee, or if the employee is a related person, as defined in (i) above, to any person who holds more than 50% of the corporation’s shares.
5. Employees who have been hired as domestics, maids, janitors or to provide other similar services for the personal use of the employer are not eligible.

If you are in doubt about the eligibility of an employee, please call the Ontario Summer Employment Program Office.

Note: Employee above refers to “OSEP participant”

SECTION II

Extent of Grant

- A) You may receive a grant for a minimum of 150 hours and a maximum of 800 hours per employee and up to a maximum of 4,000 hours of employment for each business location. A separate application must be submitted for each location to qualify. (Farmers see Section III B).

Maximum Jobs to be Created

- B) No employer, including franchises and associated companies, can be approved for more than 50 positions over all work sites.

Eligible Number of Hours and Weeks

- C) Each employee hired under the program must work 25 hours per week, each week, for at least 6 consecutive weeks to a maximum of 20 weeks.

The maximum number of work hours per week eligible for subsidy is 40 hours for up to 20 consecutive weeks during the program period. The maximum per employee is 800 hours.

If an employee leaves the employ of the employer before completing the 6 week minimum, an eligible replacement must be hired within 4 weeks for the same job. The combined period of service will be considered a single position. However, this does not permit job sharing. Two employees cannot work part-time or full-time at the same position at the same time to qualify. (Farmers see Section III).

Note: No claim shall be paid if 6 consecutive weeks at 25 hours per week is not met.

No Effect on Existing Employees

- D) The employment must not result in the dismissal, lay-off or reduction in regular hours or period of work of any existing employees.
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Minimum Wage

- E) You must pay the Provincial Minimum wage according to the Ontario Employment Standards Act. Those rates are:
- \$3.70 an hour to an employee who is a student under eighteen years of age where the weekly hours of the student are not in excess of twenty-eight hours or where the student is employed during a school holiday, and
 - \$4.55 an hour to an employee eighteen years of age and older.
- (Minimum wage rates subject to change.)

Exceptions:

1. farm labour—(See Section III);
2. students assisting in recreational programs of registered charities;
3. students assisting in children's camps;
4. programs of child instruction or supervision.

These employees must be paid at least \$2.50 per hour.

Note: Employer may pay more than the Provincial Minimum wage.

SECTION IV

How to Apply

Applications or information may be obtained by writing or telephoning the program office. See page one of this brochure for mailing address and telephone number.

The application form must be completed, submitted and received by the program office before the deadline date of June 30, 1988.

Approval is not automatic; therefore we advise you not to hire before the application is approved. Employers may incur expenses which will not be reimbursed if you hire an employee before receiving confirmation of approval.

Program funds are limited and may be fully committed before the application deadline date of June 30, 1988. Apply early and allow sufficient time for processing and mail delivery.

Note: If you have not received approval within 4 weeks of mailing your application, call the program office.

SECTION V

Submitting an Application

While completing the application form, please note the following:

1. Employer Registration Number:

All applications should contain an Employer Registration Number. This number is allocated by Revenue Canada to each employer who is required to deduct Income Tax, Canada Pension contributions, and Unemployment Insurance premiums. It consists of three letters followed by six numbers (e.g. ABC 12345 6).

If you cannot obtain this number immediately, submit your program application regardless, and forward your number as soon as possible. No payment can be made until your number is received.

2. Work Sites, Franchises and Branch Offices:

Where employment is being offered at a work site other than the head office, the address of the work site should be given. If your company has branch offices, a separate application must be made for each branch, and co-ordinated through head office. No more than 50 positions in total will be approved.

SECTION VI

Confirmation of Approval

In order to allow as many employers as possible to benefit from the program, preference will be given to employers who are applying for the first time.

You are not a participant in this program until written confirmation is received from the Ministry of Skills Development that your application has been approved.

WARNING: Do not hire before approval.

After your application has been approved, you may proceed to hire eligible employees.

If the original employee leaves without completing the minimum employment period of 6 consecutive weeks, an eligible replacement must be hired within 4 weeks.

The number of hours paid under the program cannot exceed the hours approved on the application.

It is your responsibility to ensure that the employees hired are eligible. If in doubt about the eligibility of an employee, or your eligibility as an employer, please call the OSEP office free at 1-800-387-1290 or in Toronto at 585-7399.

SECTION VII

Submitting Your Claim

1. All employers whose applications are approved will receive a 1988 claim form which must be completed and submitted by January 31, 1989.
2. Upon completion of the employee's work period, please submit your claim form to the Ministry as soon as possible. This will ensure prompt payment.
3. These forms must be completed accurately indicating that all program requirements have been met. Claim forms must reflect actual hours worked by the employee.
4. Employers who have outstanding invoices for any previous audits may not receive payment on the current year's claims.
5. If you have not supplied the program office with your Revenue Canada Number prior to submitting your claim, you will not receive payment.

SECTION VIII

Provincial Audit

1. All the information given in connection with an application or claim will be subject to audit by the Province.
2. You must retain proper records for claim and audit purposes. These should include:
 - Time record cards reflecting hours worked per week by each employee and actual wages paid.
 - If wages are paid in cash rather than cheques, signed receipts for payment must be kept on file.
 - Where payment is normally based on piece work or wage plus commission, it is your responsibility to maintain records for actual hours worked otherwise no payment will be made.
 - TD-1 forms to verify employees date of birth, home address and signature.
3. Upon request by the Financial Inspection Services Office, the employer will be required to provide original payroll records, via pre-paid bonded courier, to the Financial Inspection Services Office. These documents will be copied and verified as true originals, and within a reasonable time, returned to the employer via bonded courier.
4. Any employer who knowingly gives false or misleading information is liable, on summary conviction, to a fine. It is also an offence under the Criminal Code to receive a grant on the basis of either false information or any application containing false information.



Ontario

Ministry of
Skills Development
Alvin Curling
Minister

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QUESTIONS?
CALL US FREE AT
1-800-387-1290
IN TORONTO CALL 585-7399

Cette brochure est aussi disponible en français.